

PB-M-232

Imagery Analysis Service

PRODUCTION BOARD MEETING

Thursday, 21 November 1974 - 0930

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Attendees:

[REDACTED]

G. Allen

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[REDACTED]

[REDACTED]

Following a Notes session, NPIC presented a CRT briefing.

ANNOUNCEMENTS

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1. [REDACTED] reminded the Divisions that reports xeroxed will utilize both sides of the paper.

2. The members' attention was called to the NPIC notice regarding abuse to file copies of film. NPIC will be holding people accountable who draw out pieces of the file copies. The film is not to be damaged or marked in any way.

COMMITTEE REPORT

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1. [REDACTED] reported on the EDP Applications Group. He noted that the computer on-line system is now open from 0700-2200 hours. The period from 0500-0700 is reserved for UNIVAC preventative maintenance.

John announced that a new IAS Computer Applications Course based on the most frequently used programs will be run five half days from 0800 to 1200. The first running is scheduled for 20-24 January 1975. Members of the EAG who will run the course will also be available to help PIs during other periods when they are gaining experience with the computers.

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The Board agreed on [REDACTED] for the EAG.

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NEW BUSINESS

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1. [] briefed the Production Board on his recent trip to the West Coast for missile work with the IDIMS.

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2. [] introduced the topic of IAS reporting procedures. Points discussed included: tailoring reports to the recipients, insuring summaries include the results of the analysis and conclusions drawn, and limiting graphics to simplify or illustrate points made in the text. []

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[] was asked to draft guidelines for IAMs and IARs. [] was designated the reports reviewing official by the Director. Analysts and branch chiefs were encouraged to work closely with the editors from the earliest conception of a report so that subsequent problems with format and text are reduced.

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3. [] introduced the subject of the IAS Quarterly Report. It will have broadened scope and will be utilized as the basis for the yearly report to the DDI. The Special Assistant is tasked with preparing the Quarterly Report and needs inputs on significant events or actions in order to put it together. [] requested that the Divisions provide brief notes to [] on these significant events or actions when they occur. An outline describing the types of things which may be included in the Quarterly Report was handed out as guidance.

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